COURSE EXPECTATIONS

To start your learning, go to https://starelm.wi.gov/.
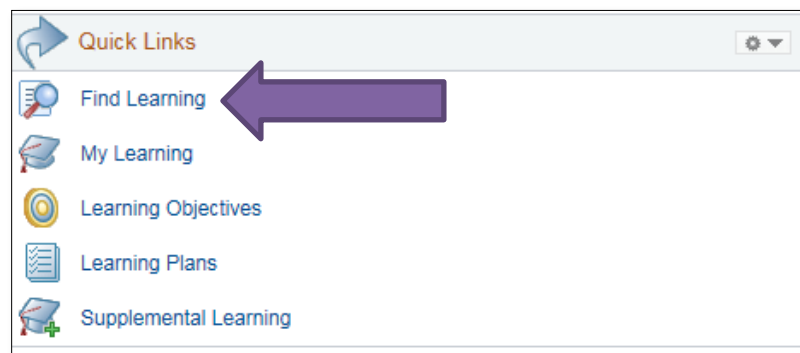
- Navigation: **Resources** > **Log into STAR ELM**
- Enter your IAM username (i.e. smithJxyz) and password.

FINDING COURSES & ENROLLING IN CLASSES

Once you have accessed the Enterprise Learning Management System (ELM) page, click the **Find Learning** link located on the left-hand column.

Enter in the desired course name (i.e. HCM401) in the search field, and press **Enter**.

Courses related to your search will pop up. Click on any applicable links listed under the Class Code, Start Date, and Location columns to view the syllabus and additional class details. Click on **Enroll** or **Launch** to get started.
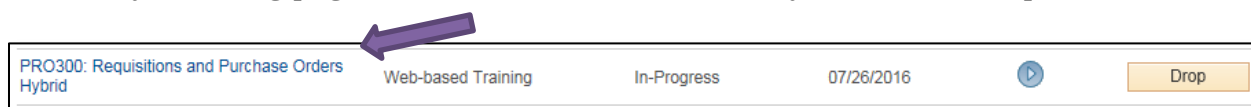
HOW TO TRACK OR VIEW YOUR PROGRESS

To track or view your progress, select the **My Learning** link located on the STARLearn homepage. This will bring up your entire learning history including classes you've enrolled in, dropped, completed, or are in the process of completing.
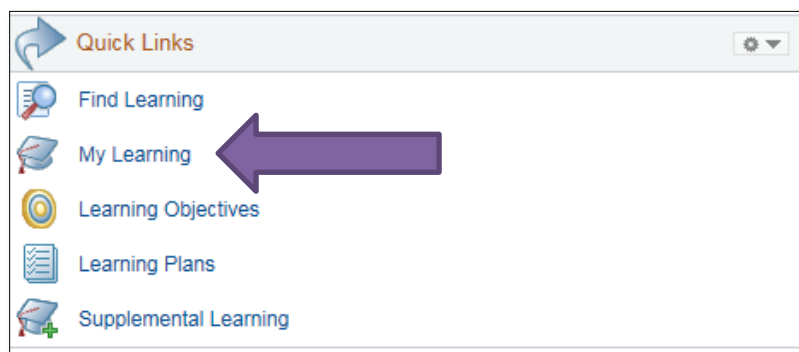
On the My Learning page, click on the title of the class you wish to complete or review.

This will bring up the entire course layout for that class. (The example below shows the course layout for PRO300: Requisitions and Purchase orders.)

To complete an "In-Progress" or "Not Attempted" course component (indicated above), click the **Re-Launch** or **Launch** link. This will launch the module in a new window.

NOTE: Each course component needs to be completed in 60 minutes for your completion to be recorded in the STARLearn. If your computer time-outs for any

reason (ex: inactivity) and you have not properly closed the module, you will lose your connection to STARLearn and your progress will not be saved.

To close the module correctly, click the "X" button on the control panel in the lower left. This will save your progress.

HOW TO COMPLETE "ASSIGNMENT" MODULES

Some courses will have an offline "Assignment" component that is required for course completion (e.g. job aids, workbooks, pre-course learning).

Learners <u>must</u> manually mark themselves "Completed" in order to show completion for the module. To do this, select "Completed" from the drop-down menu under the Progress column, then click **Save**.

Completion Details				
Attendance	Passing	Grade	Score	Progress
-	-	-	-	Completed / In-Progress / Not Attempted / Not Completed

Links	
Name	Assignment URL

SUPPORT/ASSISTANCE

If you have questions or need support while reviewing courses, be sure to use one of the four options below.

- ADD YOUR OWN HERE
- STAR resources at http://starconnection.wi.gov/Home
- STAR Training Liaison *STAR Training Liaison*
- STARTraining@wisconsin.gov
- Ask your Supervisor